# PBMA Enhanced Security Work Group Release Notes

December 6, 2004

# Major Enhancements

#### **Version Control**

Members can now track versions of their documents in the Document Library and External Links tool with PBMA Enhanced Security Work Group's powerful new version control feature. As members modify their document, a comprehensive version history is kept at the same time. New versions are saved to a separate location, leaving previous versions intact and creating an audit trail of changes.

### Calendar Reminders

Allows users to set a reminder for calendar entries. Members will never miss an important calendar entry as e-mail reminders can be set on any upcoming calendar entry and reminders are sent directly to your inbox.

#### **Discussion Threaded View**

Allows members to have discussions shown in a truly threaded view for easier navigation. The threaded view displays all messages in a nested format, grouping replies together so that all messages can be read in a logical sequence.

## **Minor Fixes & Enhancements**

- Improvement in the Discussion Forum to enable notification to members of new topic after a topic has been edited.
- Change to display number of voters rather than votes, to account for multiple-vote polls.

## **Founders and Administrators Section**

#### Enable Version Control

- Work Group Administrators go to the **Administration** section
- Under the Content Management section click on the Content Versioning
- Select which tools you would like to enable
- Click on the Save Changes button
- Under the Flag existing items column, 2 links for each tool will appear with the option to turn on/off version control for all documents.



- Click on Turn on version control for all document library or Turn off version control for all document library
- Check the box next to Yes, I understand that this will affect all document library in this tool
- Click on the Proceed button.
- Enable Reminders (This option can only be configured by Work Group Founders)
  - Work Group Founders go to the **Administration** section
  - Under the Basic Settings section click on the **Tool Configuration**
  - Check the box under the Subscription column to enable Reminders for that tool

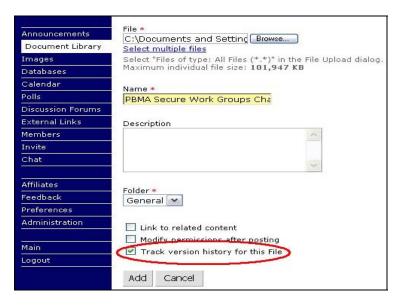
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Announcements	<b></b> ■  1	~	2022	0
Document Library	<b>3</b>	✓	5555	0
Images	<b>3</b>	~	DOCES!	0
Databases	<b>3</b>	~		0
Calendar	⊒	~		0
Polls	<b>3</b>	✓		0
Discussion Forums	<b>3</b>	~		0
External Links	<b>3</b>	~		0
Members	⊒	~	2025	0
Invite	<b>3</b>	✓	5555	0
Chat	<b>3</b>	~	2025	0
Affiliates	<b>3</b>	✓		0
Feedback	<b>3</b>	~	7577	0

• Click on the **Apply Changes** button

# **User Section**

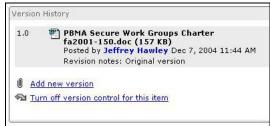
#### Add a document to version control

• To add a document to the version control system, the check box next to *Track* version history for this File must be checked when Adding or Editing a document

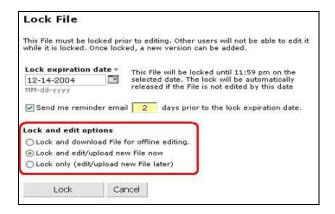


### **Version History**

 Under the Version History section of each document the user has the option to turn off version control for that document or to add a new version



- The user will now have the option to:
  - Lock the file for a period of time and download the file
  - Upload a minor or major version to be added to the version history
  - · Lock the file for a period of time



### Set a Calendar Reminder

· Reminders can be set two ways:



- 1. With the **Set Reminder** link. This will set a reminder for you alone.
- 2. With the **Reminder** button on the top tool bar. Here you will be able to view who has a reminder set and who does not, set individual reminders, set group reminders and remove an individual from a group reminder.

#### **Threaded Discussion Forum**

- To view a threaded view of a discussion:
  - Click on the Discussion
  - Click on the **Display threaded view**, and a window will pop up with a threaded view of the discussion

